

Job Description: Manager HR @ Chennai

Roles and Responsibilities

- Attendance, entry & exit data capturing from the face recognition & turnstile for Contract Labour on daily basis from in around client office / sites.
- Manage and maintain a “Time Office” for Contract Labour by 24 x 7 for 365 days
Issue / Renewal of Contract Labour Entry Passes / Photo ID cards within 24 hours after verifying work order issued to Contractors by client, safety training attended by contract labours.
- Generate attendance and wage registers for all contractors for their labourers every month. Calculate (through Software) and verify ESI and EPF dues of all the contract workers work order wise based on the attendance captured and generate report to Client before 5th of succeeding wage month, and ensure inspections and EPF, ESI, LWF, PT, etc., 100% payments to Govt. bodies and liaise with the Statutory Authorities including Labour Department, Industrial Safety and Health (Factory Inspectorate), EPF and ESI authorities for due compliance of statutory obligations and reports on various intervals for smooth compliances of 100% statues
- Educate the contractors of client, the systems and procedures to be followed by the contractor in terms of Contract Labour compliances while doing the work in client place and support on ISO compliances
- Assist to obtain / amend / renew the registration certificate for all the contract works in the Factory and issue of Form V to the contractors. Prepare Form VI A & VI B – notice of commencement / completion of contract and submit to authority.

Desired Candidate Profile

- Candidates with 5 to 10 years of experience in HR / Contract Labour Management
- Should have done a Graduation with PG or Dip. In labour management
- Ability to work independently & navigate ambiguity with minimal data and supervision
- Strong people collaboration, competence to build and effectively manage interpersonal relationship at all levels in the company, and good communication skills in English, Tamil prefer Hindi both in oral and written
- Good in MSOffice and HR systems and databases
- Experience in Grievance redressal during the progress of work execution.
- Male Candidates only, prefer candidate can join immediately residing in and around Manali, Chennai
- Salary will be as per industry standard, not a constrain for the right candidate

Interested candidates can send their CV to msrao@vridhhi.net

VRIDDHI MANAGEMENT SERVICES PRIVATE LIMITED

Address: Previous complex II Floor, 257 Anna Salai, Thousand Lights, /Chennai-600006.

Tel:0444263744, Email: reach@vridhhi.net, Website: www.vridhhi.net